NHS Lothian Occupational Health

Pre Employment Health Questionnaire Guidance

Login in to Cority – <u>https://lothiannhs.my.cority.com/#/login</u>

You will be on your dashboard or landing page

To send out a new PPQ link to a candidate click on New Employment Registration Form



It will ask you enter the name of employee but as this is to register a new employee click on the spy glass

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Click on the add sign at the right hand side

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Complete the candidates details and employment information then SAVE AND CLOSE

The system will now have made a record for your new candidate and issued them with a Cority number after their name.

Continue to fill in the required fields and then select from the drop down the relevant questionnaire to send them

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Click on Submit

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The system will now send an email to the new employee with instructions on how to complete their form, upload their immunisation history and submit to Occupational Health.

If you click on your My Task option on the left hand menu list, you will be able to see the questionnaire you have just sent



The questionnaire will also be showing under My Applicants and it is from this section that you see if the employee has been cleared or not as it splits into 2 options

